



HERNDON PARKS & RECREATION PICNIC SHELTER RENTALS

**814 Ferndale Avenue
Town of Herndon, Virginia 20170
Phone: 703-787-7300 Fax: 703-318-8652
www.herndon-va.gov**

Thank you for considering the Herndon Community Center and the Town of Herndon Parks and Recreation Department for your special event, function or meeting. The Herndon Community Center has a selection of rooms or picnic shelters to suit your rental needs. Our staff is available to help ensure an enjoyable, safe and economical event.

This document includes general information, rental rules and fee information.

PICNIC SHELTER RESERVATIONS

1. Reservations for the use of the picnic shelters may be made at the Herndon Community Center, Manager's Office, 814 Ferndale Avenue, Monday through Friday, between 8:30 AM and 5:30 PM.
2. Reservations are for the picnic shelter only and are scheduled for a four-hour time period. Reservation applications are confirmed upon receipt of the total payment of the reservation fee, as specified in the fee schedule. Applications are accepted on a first-come, first-served basis. No date will be considered reserved without receipt of full payment.
3. The Parks and Recreation Department will provide a sign at the park indicating that the shelter is reserved. Reservations are limited to the time during which the shelter has been reserved in renter's name. In the event that other park patrons utilizing the park prior to a rental will not vacate the picnic shelter, renter should notify the Parks & Recreation Department at (703) 787-7300.
4. Alcoholic beverages are not permitted in the park.
5. Parking is limited to designated parking areas. Vehicles are not permitted in other areas of the park.
6. Groups utilizing the park are responsible for the clean-up of all trash from their use. A damage/clean up fee may be assessed if the shelter is damaged or not left in good condition.
7. Tables are not to be removed from the shelter or picnic areas.
8. All use of the park shall conform to the Town of Herndon Code regarding park and recreation areas. No reservation may extend past daylight hours, as the park is considered closed after dark.
9. If the number of persons in the permitted group exceeds the maximum number of people allowed in the shelter, Town of Herndon staff may order the group to leave the shelter. Refunds will not be given if this were to occur.
10. Reservations for the picnic shelter may be canceled no later than three working days prior to the date reserved. Canceled reservations will be subject to twenty percent administrative fee, not to exceed \$10. In the event of inclement weather that may cause cancellation, the event may be rescheduled to another available date.
11. Moon bounces, inflatables, ponies, petting zoos, bands or DJ's are not permitted with any shelter reservation.

PICNIC SHELTER FEES:

BREADY PARK Max. Capacity 140
* \$35 NONREFUNDABLE DEPOSIT

TOH RESIDENTS

Civic \$75.00 *Private* \$100.00

NON-TOH RESIDENTS

Civic \$120.00 *Private* \$150.00

TRAILSIDE PARK Max. Capacity 70
* \$20 NONREFUNDABLE DEPOSIT

TOH RESIDENTS

Civic \$40.00 *Private* \$50.00

NON-TOH RESIDENTS

Civic \$60.00 *Private* \$75.00

RUNNYMEDE PARK Max. Capacity 70
* \$20 NONREFUNDABLE DEPOSIT

TOH RESIDENTS

Civic \$40.00 *Private* \$50.00

NON-TOH RESIDENTS

Civic \$60.00 *Private* \$75.00

The individual signing the contract will be responsible for all fees and damages.

PLEASE READ:

I acknowledge that I have read and understand the general policies and rules and agree to follow them. I will comply with these rules and accept responsibility for the actions of each person in my group.

Signature: _____ **Date:** _____

Please Print Name: _____

Cell phone: _____

Home phone: _____

Work phone: _____

Email: _____